



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

**TWIN OAKS
ELEMENTARY
SCHOOL
GOVERNING
BOARD**

Internal Rules of Procedure

Approved on / Revised

March 21, 2018

PREAMBLE

Established body by virtue of the Education Act, the Governing Board exercises the functions and powers granted by the Act and those delegated by the School Board's by-laws, if any. All the Governing Board's decisions must be made in the best interest of the students.

The rules of order are to favorably and effectively guide the Governing Board's proceedings and activities. These rules must be reviewed and adopted every year, by the October meeting at the latest. Any amendments to these internal rules during the current term will require the approval of two-thirds (2/3) of the total Members on the Governing Board.

1.0 DEFINITION:

For the purpose of this document, unless otherwise stated the following words signify:

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|--------------------|---|
| ❖ School Board | Sir Wilfrid Laurier School Board |
| ❖ School | Twin Oaks Elementary School |
| ❖ Board | The School's Governing Board |
| ❖ Members | The members of the Governing Board |
| ❖ Director General | Director General or Deputy Director General |
| ❖ Act | The Education Act, L.Q. 1988, Ch. 84 and its amendments |

2.0 APPOINTMENT OF THE GOVERNING BOARD

The Annual General Assembly (AGA) is called in writing by the Chair and the Principal at least 10 days prior to the meeting. At the AGA, parents elect their representatives to the Governing Board and to Parents' Committee and decide on a PPO.

A candidate may present his candidature by proxy. An employee of the school cannot run as parent representative of that school.

Parents must be present at the AGA to exercise their voting rights.

2.1 Composition:

The composition of Governing Board is as described in resolution # 990616-CA-0302 duly adopted by the Council of Commissioners, June 16, 1999.

2.2 Term of Office:

The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year. To ensure continuity, only half of the parents' representatives' term of office should come up for election on a given year. (Section 54, EA)

3.0 CHAIR

The Chair is elected by the Governing Board from amongst the parents' representatives who are not members of the personnel of the school board (Section 56, EA).

3.1 Term of Office:

The term of office of the Chair is one year (Section 58, EA).

3.2 Meetings:

The Chair presides at the meetings of the Governing Board (Section 59, EA).

3.3 Substitute Chair:

Should the Chair be absent or unable to act, the Governing Board will designate a person from among the eligible Members for office to chair that meeting. (Section 60, EA)

3.4 Role of the Chair:

3.4.1 The Chair prepares the agenda, in collaboration with the school principal and ensures that meetings unfold in accordance with the Education Act and the rules of procedure that are in place.

3.4.2 The Chair maintains order and decorum at meetings. The Chair is the official spokesperson for the Governing Board.

3.4.3 The Chair receives the motions and submits them to the Governing Board for study and debate.

4.0 REGULAR MEETINGS

4.1 Meetings are held on the school premises (Section 64, EA). Regular meetings are a maximum of two hours in length and may be extended by resolution. A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit of a regular meeting.

4.2 The annual calendar of meetings is adopted by resolution at the first meeting of the school year and is communicated to all parents and staff as well as the school board. A minimum of five meetings per year is required (Section 67, EA).

- 4.3** Prior to a Governing Board meeting, the Chair will e-mail all Members to inquire on whether anything needs to be added to the agenda, and to confirm their attendance to the upcoming meeting. If the Chair is not able to attend a meeting, he/she will advise the Co-Chair and the Principal.
- 4.4** The meetings of the Governing Board are public but may move into closed session (*in camera*) if the matter to be discussed may cause injury to a person. This is done by resolution (Section 68, EA). However, no decision can be voted upon while in closed session.

5.0 SPECIAL MEETINGS

- 5.1** A special meeting may be called by the Chair or three Members of the Governing Board to consider a matter that cannot wait until the next regularly scheduled meeting. A notice, including the topics to be discussed shall go out to Members and parents two days prior to the special meeting. Only the topics listed in the notice may be dealt with, unless all Members are present and agree to modify the agenda.

6.0 AGENDA

- 6.1** The Principal and the Chair draft the agenda together. Any Member of the Board may ask that an item be added to the agenda by requesting it to the Chair at least seven days prior to the meeting. The topics must be within the Board's jurisdiction. The final decision to include a topic on the agenda resides with the Chair.
- 6.2** A public question period is included on the agenda typically after the presentation of Reports, and again, prior to adjournment of the meeting. The period will not exceed ten minutes and is for questions to be addressed to the Chair only. Questions from the public must be relevant to the school and its students at large and not reflect a specific, personal situation. Persons interested in making a presentation must make a request to the Principal at least seven days prior to the meeting.

7.0 CALL TO ORDER

- 7.1** The Chair shall call the meeting to order, after verification of Quorum. If Quorum is not reached 30 minutes after the time indicated on the notice, the Chair, or in his absence, the Co-Chair or alternate, adjourns the meeting. A quorum is the majority of the Members in office, including at least half of the parents' representatives (Section 61, EA).
- 7.2** After having read the proposed agenda, any Member may request:
- ❖ the addition of one or more items;
 - ❖ the modification of the wording of an item;
 - ❖ the modification of the order of business.

Once the agenda has been accepted, no other matter may be dealt with by the Chair.

8.0 MINUTES

- 8.1** Every year, a Recording Secretary must be nominated and appointed by resolution at the first meeting of the Governing Board. The Secretary may be remunerated via the Governing Board budget only if he/she is not already being remunerated to be a member of the Governing Board (e.g., as a teacher/staff member). The Secretary will be remunerated at a flat rate per meeting, to be determined and approved by GB at the time of nomination.
- 8.2** The Recording Secretary documents the meeting minutes. The minutes report on the decisions taken by the Governing Board. A resolution may start by a brief explanation or preamble.
- 8.3** The Secretary shall also record in the minutes the departure and return of Members from the room during the meeting.
- 8.4** The Secretary will prepare the minutes and distribute them to all the Members prior to the next meeting. Typographical errors and minor corrections shall be called in by Members prior to the following regular meeting for expediency.
- 8.5** The minutes of each meeting shall be approved by the Board at the beginning of the following regular meeting and modifications shall be made if the facts recorded are inaccurate.
- 8.6** Once approved by the Committee, the minutes shall be signed by the Recording Secretary, the person presiding over the meeting, and countersigned by the Principal, who shall then enter it in the register known as the "Minutes of Proceedings".

9.0 GOVERNING BOARD MEETING ATTENDANCE REQUIREMENTS

- 9.1** If there are three consecutive, justified absences from Governing Board meetings by a Member of the Board, the Chair will respectfully ask this Member to consider resigning. In the case that absences are not justified (even if fewer than three), the Board can request that the Member resign. If this situation occurs, the Chair will contact the Member to ask his/her intentions; if the Member misses a fourth meeting, he/she would be removed from the Governing Board. There must be just cause for missing meetings. If a series of three meetings at the end of the school year is missed, this series would carry over to their second term and the same conditions for resignation would apply.
- 9.2** In the event that a parent Member is asked to resign, the parent who received the next highest number of votes at the Annual General Assembly at the beginning of the school year would be contacted and asked if he/she would like to become a Member of the Board, and so on down the line until a new parent Member is found.

10.0 MOTIONS AND VOTING

Decisions of the Governing Board are made by a majority vote of the Members present and entitled to vote. There can be no vote by proxy. Every decision must be made in the best interest of the students (Section 63 & 64, EA).

10.1 If the topic is on the agenda, a Member may present a motion to the assembly on it. A motion is a proposal that the Board take certain actions or express itself as holding certain views. Motions are stated as, "I move that..". If it is desired to give the reasons for a resolution, they are usually stated in a preamble, each clause beginning with "Whereas..", leading to the statement of resolution, "Be it resolved that...", or "The Board approves...".

10.2 Stages of a Motion:

1. **MOTION IS PRESENTED:** A Member addresses the Chair and presents a motion (or resolution) (the Mover).
2. **MOTION IS SECONDED:** When a motion is presented, it must be seconded, before any debate takes place.
3. **CHAIR STATES THE QUESTION:** The Chair states the Motion to the assembly. The motion then belongs to the Board and not the Mover. It can only be withdrawn or modified by the mover with the unanimous consent of the Board.
4. **DEBATE:** The Mover, or, at the invitation of the Chair, any other person, shall present and explain the motion. Any Member may ask one or several questions in order to obtain more information deemed essential to take a position on the motion. The Chair shall go once around the table to give each Member who wishes to speak an opportunity to do so. Only the Members and the Principal are allowed to participate in debates. However, a resource person may be authorized by the Chair to provide information or answers to questions. The right to speak is given in the same order as individuals have requested it. Before an individual is given the floor for a second time on the same topic, other Members who did not address the topic must be given a chance to speak. Discussions are limited to items on the agenda. The Mover is always the last one to speak on a motion in order to explain his/her arguments. The Mover shall not take the floor during the discussions, but he/she may exercise his/her right to reply at the end of the debate.
5. **VOTE:** When everyone wishing to express an opinion on a matter has had the opportunity, the Chair shall put the Motion to a vote. At the request of a Member, the Board may decide to hold a secret vote. A Member present may abstain from voting.

A motion is deemed as having "passed" or "carried" when a majority of the Members present and entitled to vote are found to be in favour. If the vote is equally divided, the Chair has a casting vote.

6. A Member may speak on an amendment in the same way as a main motion.

11.0 VOTE BY E-MAIL

- 11.1** If the Board is unable to hold a special meeting within the time required to consider an urgent topic, all Members may be contacted by the Chair, or in the Chair's absence, the Co-Chair or other designated Board Member, by email or telephone to vote on the urgent matter.
- 11.2** The following factors will be considered by the Chair before determining whether to ask for an e-vote:
- a. How soon a decision is required
 - b. Whether the decision would be better made after further discussion and/or whether alternatives should be considered.
- 11.3** Only regular voting members of the Governing Board are eligible to vote by email.
- 11.4** Procedure for E-Votes:
- 11.4.1** When it is deemed necessary to hold an e-vote, the Chair will send an email message to all Governing Board Members and Administration, consisting of:
1. A brief description of, and the justification for, the urgent motion to be voted on.
 - a. In recognition that decisions are being made using email communication in lieu of a face-to-face meeting, extra effort will be made to ensure that members are provided with sufficient background materials and adequate documentation to support the request for a decision.
 2. The exact wording of the motion to be voted on by Members.
 3. A statement of the voting procedure, as follows:
 - a. *The first Member with a response to the e-vote that is an approval, is also considered the mover (makes the motion).*
 - b. *The second affirmative vote to this motion will be the second.*
 - c. *All other responses will be regular (additional) votes.*
 - d. *Non-responses are considered abstentions.*
 - e. *The Chair will send out the results of the vote to all Members, upon completion of the voting period.*
 4. The length of the voting period (deadline: date/time).
- 11.4.2** Upon completion of the voting period, the Chair will communicate the result of the e-vote to all Governing Board members and Administration. The results message will include the following information:
- a. Re-statement of the motion in question
 - b. Identity of mover and seconder
 - c. Total number of members for and against the motion, and the number who abstained from voting (by non-response or stated abstention).
 - d. Whether quorum has been met (response received from the majority of Members and at least half the parents).
 - e. A statement on whether the motion has passed.

- 11.4.3** All communication will be shared as a group email with all members copied on correspondence including questions, responses, and general commentary. All members will select "reply all" when providing comments so that these will be shared simultaneously with all members.
- 11.4.4** A record of the email exchange will be kept by the Chair (or designate) who will submit these to the Recording Secretary to be kept with the Minutes of Proceedings of the first governing board meeting taking place after the e-vote, at which time the e-vote results must be ratified (i.e., formally acknowledged by the Governing Board).

16.0 RULES OF DECORUM

- 16.1** Members of the Governing Board, the Principal, and members of the public must:
 - 16.1.1** be recognized by the Chair for the right to speak;
 - 16.1.2** address the Chair when speaking;
 - 16.1.3** show respect for the points of view of others;
 - 16.1.4** respect the right to speak of others;
 - 16.1.5** refrain from speaking out of turn;
 - 16.1.6** refrain from using profanity;
 - 16.1.7** maintain a respectful tone at all times;
 - 16.1.8** advise the Chair or the Secretary as soon as possible if anticipate being absent at a meeting.